



Appointment Type: Permanent
Working Time: Full Time
Reference Code: NB18803i
Opening Date: 09/09/2009
Closing Date: 09/16/2009



Fiscal Analyst 5

\$3918.00 - \$5136.00 per month (range 56)

Agency Information

PLEASE NOTE: FOR THIS POSITION, PLEASE SUBMIT YOUR APPLICATION MATERIALS DIRECTLY TO THE WASHINGTON STATE HUMAN RIGHTS COMMISSION (WSHRC) PER THE INSTRUCTIONS IN THIS JOB ANNOUNCEMENT. DO NOT APPLY IN E-RECRUITING.

LOCATION:

We have one full-time opening with the Washington State Human Rights Commission (WSHRC) in Olympia.

ABOUT THE AGENCY:

The WSHRC was created in 1949 and is the state agency responsible for enforcing the Washington Law Against Discrimination (RCW 49.60) (WLAD) and, through contractual agreements, federal employment and fair housing laws. Our mission is to eliminate and prevent discrimination through the fair application of the Law, the efficient use of resources and the establishment of partnerships with the community. Our goal is to be the premiere statewide civil rights enforcement agency in the nation.

The WSHRC relies on a diverse staff and is committed to hiring people who are creative, innovative and passionate about civil rights.

Duties

ABOUT THE POSITION:

The incumbent in this position will report to the Executive Director and be a member of the management team. The successful incumbent will have a strong accounting background, preferably in the public sector. This position is overtime exempt and is not covered by a union bargaining agreement.

WORK ENVIRONMENT

The incumbent in this position will work in an office environment, primarily at a desk, using a computer and telephone. Some local travel may be required. Overnight travel will be minimal.

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ESSENTIAL FUNCTIONS

- *Provides advice and technical assistance to the Executive Director and managers on fiscal and budget issues.
- *Plays a key role in biennial budget development and fiscal year closing, including supplemental requests and decision packages.
- *Creates effective budget presentations.
- *Monitors and reviews agency contracts to ensure compliance with fiscal requirements. Serves as liaison with federal agencies (HUD and EEOC) for matters related to contract revenue or budget.
- *Prepares and analyzes revenue and expenditure reports and projections.
- *Reviews and approves all vendor, contractor and interagency payments.
- *Reviews and signs off on all agency cash receipts.
- *Conducts financial and cost benefit analyses; tracks expenditures against available funds/allocations.
- *Serves as legislative liaison with appropriations committee; prepares fiscal notes and financial information to support agency decision packages.
- *Serves as liaison with the Office of Financial Management Small Agency Accounting Services (OFM SACS) for fiscal and budget matters.
- *Assures optimal use of agency resources through effective and efficient budget monitoring and reporting systems.
- *Participates as a member of the management team.
- *Manages travel for the agency.

Qualifications

REQUIRED:

A Bachelor's degree, which includes 18 quarter or 12 semester hours in accounting, auditing, or budgeting and four to five years of relevant professional experience, including experience with federal contracts. Professional experience may substitute for education, but not usually for the credit hours. A Master's degree in a financial related field, certification as a Public Accountant, Internal Auditor, Certified Governmental Financial Manager or Management Accountant may be substituted for professional experience.

DESIRED:

- *Knowledge of: Washington State Government budget and allotment process; OFM's budgeting and accounting systems, including SAAMS, AFRS (Agency Financial Reporting System), BASS (Budget & Allotment Support System), TALS (The Allotment System), BDS (Budget Development System), SPS (Salary Projection System), and fiscal notes.
- *Experience with Microsoft products, including Excel, Access, Word, Outlook and PowerPoint.

Special Notes

SALARY AND BENEFITS:

This is a classified position paid at range 56 of the state salary schedule. Comprehensive benefits include medical, dental, life and disability insurance, retirement, vacation, sick, and military leave and a personal holiday each year.

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APPLICATION PROCESS

Electronic Submittals Are Preferred.

Applications submitted through the mail or by facsimile will also be accepted.

If you possess the qualifications for this position and are interested in applying, please submit:

1. A letter of interest that describes how you meet the required and desirable qualifications for this position.
2. A current resume that includes supervisors' names and contact information.
3. Three personal references, including current contact information and relationship to applicant.

Submit your application to:

Debbie Ralph
HRC Assistant
Washington State Human Rights Commission
PO Box 42490
Olympia, WA 98504-2490
Dralph@hum.wa.gov
FAX: 360/586-2282

Other Information

The Washington State Human Rights Commission is an equal opportunity employer and encourages diversity in the workplace. Persons needing accommodation in the application process or this announcement in an alternative format may contact Debbie Ralph at 360/359-4925 or our statewide toll free number (1/800/233-3247). Our statewide TTY toll-free number is 1/800/300-7525.

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